

8 September 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM:

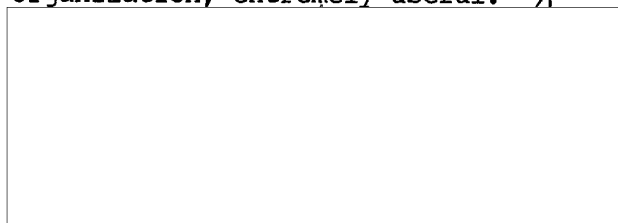


Director of Training and Education

SUBJECT: Weekly Report

1. On 25 August a Federal Bureau of Investigation representative was briefed by an Office of Training and Education (OTE), Training Support Division officer, on the Agency's sponsorship of employees for full-time academic training. The FBI had heard of the CIA program and is interested in setting up a similar program for the FBI.

2. The four-week pilot running of OTE's Mastering the DI Writing Style concluded on 2 September. The seven participants-representing six of the DI's intelligence production offices-found the course, which stressed the importance of clarity, brevity, and organization, extremely useful. 2



6 September 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM: [REDACTED]

Chief, Training Support Division

SUBJECT: Weekly Report

STAT 1. [REDACTED] attended a TEAMS Technical Exchange Meeting on 2 September. We discussed the status of loading training history to TEAMS--approximately 40,000 records have been moved over to date. We also discussed the "quick turnaround" confirmation process where we systematically inform students of their selection to a course. TSD continues to work closely with instructional divisions on this subject.

STAT 2. [REDACTED] TSD Registrar for LDD courses, attended one day of the three-day LDD conference [REDACTED] Since the new assignment of courses by division began, we plan to have members of Central Registrations attend appropriate division staff meetings and participate in such events.

3. Internal Training Branch processed 387 requests for training this week. Meanwhile, Central Registrations confirmed students for 12 courses and forwarded 13 student rosters to OTE course directors.

STAT 4. Two Special Bulletins were processed. One on "Thinking for Writing: Starting Your Paper on the Right Track," and the other "Secretarial Elective Program October-December 1988."

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MEMORANDUM FOR: Director of Training and Education

FROM: Chief, Washington Operations Training Division (WOTD)

SUBJECT: Weekly Report for 29 August - 2 September 1988

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2. Personal Security Branch (PSB):

a. The Personal Security Branch provided photographic training for four members of the State Department mobile training team. One Senior instructor and one junior instructor from PSB also participated in this training.

b. On 31 August, PSB provided the Office of Technical Services (OTS) with a special running of the Traveler's Awareness Program (TAP) which was attended by 54 OTS staff members. The program was well received and the OTS/TRO requested additional training in rape prevention which will be scheduled in the near future.

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2 September 1988

MEMORANDUM FOR: Deputy Director of Training and Education

FROM: [REDACTED]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (29 August - 9 September 1988)

Where We Have Been

1. The Television Production Section completed the audio recording for "Domestic Travel" and bid a fond farewell to [REDACTED] as he returned to the DI TV Center after a highly productive six month rotational tour.

2. Visual Aids found itself busy supporting the CTD as it prepares for the next CT session. Its COMPAQ desktop publishing system is in the process of being installed and training will follow shortly after.

3. The Audiovisual Section is responding to the seasonal surge in demand for videotapes for the Learning Centers and foreign language audiotapes for the French Branch of the LTD. The numbers of students are up, seemingly near last year's totals.

4. [REDACTED] spent the major portion of the week testing and modifying Units 2-6 of the Operational Records I CBT course.

5. [REDACTED] has begun work on creating CBT for ELECTAS. This has been delayed for several weeks while [REDACTED] sanitized the ELECTAS documentation and got the owners of ELECTAS data in Office of Personnel to sign off on the release of the sanitized material to an uncleared contractor.

6. On 1 September DDC attended a special running of a multicultural awareness program presented by Dallas Crable Associates for OEE0. Other attendees included the ADDI, the ADDS&T, DCh/CMS/DO, D/OS, D/OMS, DD/OP, and various EEO personnel.

7. The Plans Officer, C/B&F, and DDC have completed the curriculum budget review.

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Where We Are Going

8. The Television Production Section will be meeting next week with representatives of SACTD to develop the "Telephone Techniques" script for the Secretarial Lab.

9. During 6-8 September nine incoming CTs (list attached) will be working for us. Four will be shared by CBTG and LTD. The rest will go to other parts of the DDC area. All will help us test Surveillance Detection. The shared ones will also do ORI.

10. The Curriculum Committee meets on 8 September.

11. DDC will attend the DIC Fall graduation on 9 September.

12. The STOs meet on 9 September.

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Attachment



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Administration Division Weekly  
29 August - 2 September 1988

Conferencing

25X1 [ ] and Ann/RMB coordinated FY 1989 course and conference schedule for  
25X1 [ ] on 31 August - 1 September.

DDS&T cancelled management conference 25-27 October (probably because of  
DCI conference 30 October!).

25X1 [ ] requested change of conference from November to December. [ ] is  
retiring at end of January.)

Space

25X1 AC/AD arranged meeting for [ ] and contract architect to  
discuss audio visual requirements for classrooms at E Street.

AC/AD was advised by C/Hqs Configuration Staff/OL re memo being forwarded  
to D/OL responding to OTE request for additional secretarial space in South  
Tower/NHB. Negotiations continue!

AC/AD attended ILSP meeting on 1 September re schedule for moves into  
North Tower/NHB. OTE classroom fit-ups continue on schedule.

Additional funds were transferred to FMD/OL for fit-up of new Learning  
Center in North Tower.

25X1 AC/AD inquired re moving up completion schedule for 2P0136 classroom/North  
Tower to September vs. promised October date without success. It had been  
hoped that September Spanish training (which lost its room when LA converted  
the classroom to an office [ ]) could use this space but  
C/LTD advises training will now have to be cancelled.

Miscellaneous

25X1 [ ] attended meeting on 31 August for MT Careerists re communication  
within OTE.

AC/AD held meeting with branch chiefs re suggestions for OTE employee  
handbook.

C/AD served as Acting EXO 29-31 August.

DC/AD served as AC/AD 29 August to 2 September.

C/AD chaired airport panel meeting on 31 August.

25X1 C/AD [ ] to speak at LDD conference on 1 September.

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Budget and Finance

DC/B&F met with C/WOTD to discuss changes to September running of OC-A.

Security

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Attended the Airport Panel on 31 August.

Re the lottery. OL has been in contact with Va. Association for the Blind who is making a decision whether they want any of their stands in Va. selling lottery tickets. Dave, CofC snack bar operator, said he has been in touch with a rep in Richmond who stated that they are going to recommend against any stands in Va. selling lottery tickets. Dave said he is not going to sell tickets.

Personnel

On 29 August, C/PB attended the DA/Pers Officers meeting. Topics of discussion were FY 1989 Clerical Recruitment Requirements and SIS position allocation and ceiling.

On 1 September, C/PB met with C/ODB/Personnel to discuss briefing C/ODB will give at the D/OTE Staff meeting on 7 September.

25X1 DC/PB has scheduled briefings by the Credit Union and Insurance Operations Division  Briefings will take place late in September.

DC/PB met with C/OP Human Resource Automation Center to gather information for presentation at off-site meeting on OP Task Force to evaluate applicability of TRW personnel initiatives to the CIA.

Panel Support:

- DC/PB served as advisor to the GS-07/08 Panel for its semi-annual review.
- Continued processing of the GS-13, GS-07/08 TA, and LIP 7/8 Panels.

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Check-ins:                      Title                      Office                      Grade                      Date

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Check-outs:                      Title                      Office                      Grade                      Date

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Logistics

Plans for new guard counter approved by Technical Security Division/OS and sent to Dominion Management for cost estimate on 31 August.

25X1

Architect visited CofC 1 September to review room 713 (ISTD Classroom) for purpose of drawing plan to convert room to working office space for ISTD personnel being relocated from  in Jan 1989.

New computer tables delivered to ITD (5th & 9th floors).

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S E C R E T

6 September 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]  
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

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2. On 1 September 1988, [redacted] (Russian Instructor) and [redacted] (Polish Instructor) briefed the faculty on "Teaching Foreign Languages to Adult Professionals: Approaches for the 1990's", a conference that was recently co-sponsored by the American Council on the Teaching of Foreign Languages and NSA.

3. There were 24 reading proficiency tests and 22 oral proficiency tests during the past week.

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S E C R E T

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6 September 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Chief, Leadership Development Division  
Office of Training and Education

25X1 SUBJECT: LDD Weekly Report [REDACTED]

25X1 LDD Conference [REDACTED]25X1 LDD held its first-ever divisional conference [REDACTED] 31 August-2  
September. The focus was on getting a better understanding of divisional  
25X1 issues and personnel, discussing LDD goals and objectives, hearing from key  
25X1 OTE leaders and having some fun. The excellent setting [REDACTED] and  
25X1 [REDACTED] food contributed to the latter.

## 25X1 Highlights included:

- 25X1 --a session with C/Admin and [REDACTED] on support issues.
- 
- 25X1 --a discussion with [REDACTED] on the OTE panel and career
- 
- management system.
- 
- sessions with DTE and DDTE.

Regarding goals and objectives, the division discussed staffing, the training support function, administration and management issues and new instructional technology. The latter produced a general consensus that inter-active video may have particular application for LDD work. Because of lack of time, discussion of key management and thematic issues, marketing and LDD's relationship with component management training efforts will be held at CoC over the next few weeks.

The conference appeared to be a marked success. There was some sentiment for holding another 6-8 months from now. ITD and LTD were particularly helpful in covering the LDD offices.

Cooperation in Training OS

25X1 On 31 August, [REDACTED] held the second of two PAR workshops for the Office of Security on the new OS PAR system. This workshop met with much more resistance than the first. Many of the participants had come thinking they were attending a briefing on proposed changes in the OS panel system. Many of the students came ready to argue against the proposed changes and so were not willing to discuss the new OS "Par System" and how it can be an effective tool of management. There seemed to be a noticeable split between the "technical" security officers and the "personnel" security officers with the former being quite antagonistic and the latter being interested in the entire workshop. This is a common MTB experience when doing PAR workshops for engineers and other technical officers.

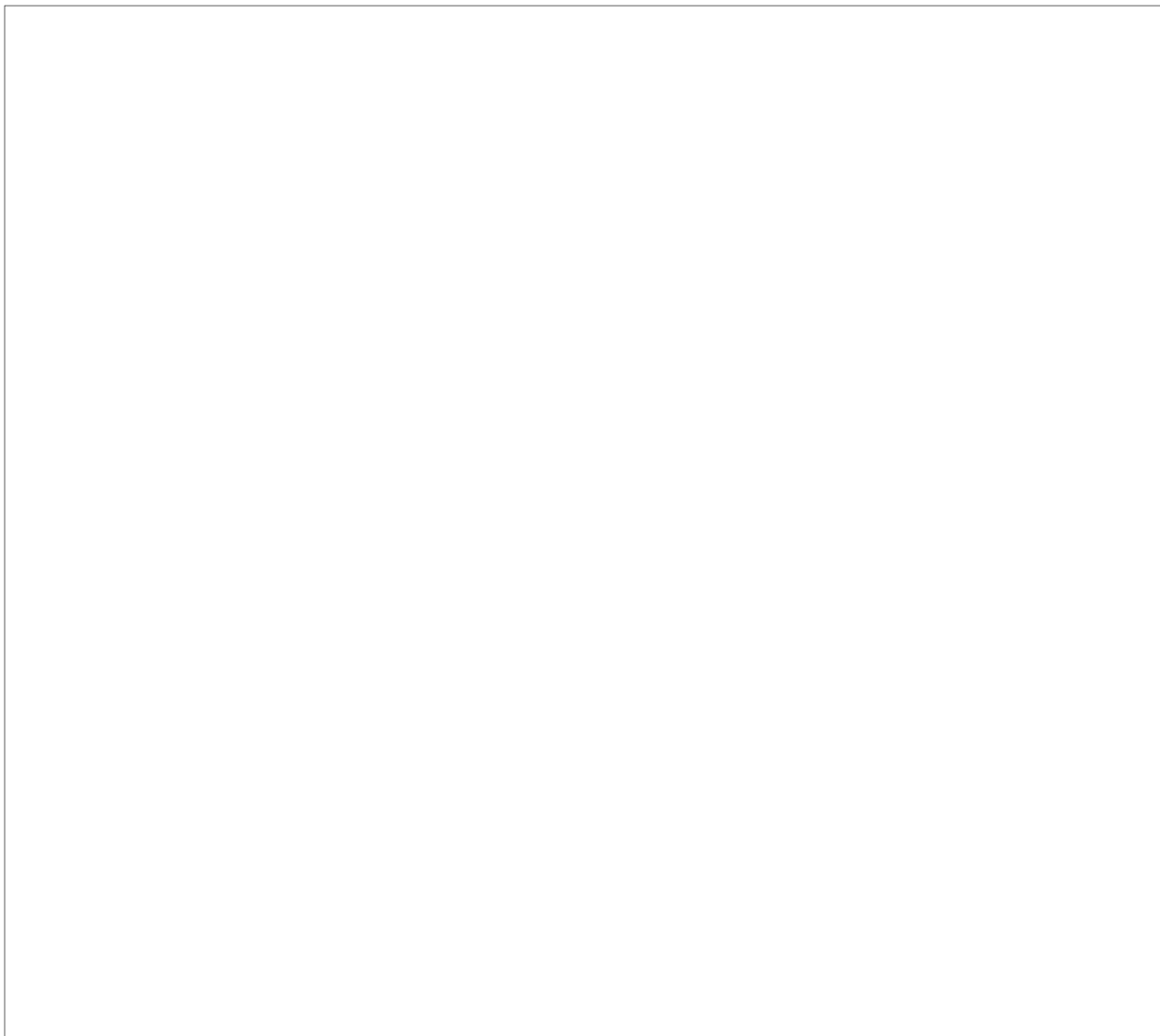
25X1 [REDACTED]  
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25X1 SUBJECT: LDD Weekly Report [REDACTED]

MTB has conducted two PAR workshops for OS; we had hoped to train security education personnel to conduct any remaining workshops themselves. OS was planning to put all their managers through a PAR workshop over the course of 6 months, to introduce them to the new system and to send a clear message of the importance of PARS in OS. However, details of the new system have still not been finalized.

25X1 OS has a new Chief of Security Education who is not sure what direction he wants to go or even if he wants OTE involved. They are leaning towards a series of lectures in the month of October to inform all OS managers of the proposed changes. [REDACTED] has expressed concern to the new Chief, Security Education Staff about the lack of effectiveness this approach may have but he seemed to feel the decision was out of his hands.

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25X1 SUBJECT: LDD Weekly Report [REDACTED]

Other Activities

25X1 [REDACTED] visited [REDACTED] on 2 September to make arrangements for the  
25X1 Midcareer course visit there in October. She touched base with [REDACTED]  
25X1 [REDACTED] about our interests. The MCC begins Monday, 12 September [REDACTED]

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